



George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

QD-QA-011
REVISION C

EFFECTIVE DATE: September 24, 2004

ORGANIZATIONAL INSTRUCTION

INTEGRITY SEAL USAGE AND ENTRY CONTROL

OPR(s)

**QD10, QD20, QD30, and
QD40**

OPR DESIGNEE

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
BASELINE		9/19/01	
Revision	A	9/05/02	Format and numbering change to implement requirements of QS-A-001 rev F.
Revision	B	08/18/03	Correct inconsistent wording in 4.6. Clarify inadvertent entry in 4.7. Remove inconsistent wording in 4.8. Describe where to obtain MSFC FORM 4420 in 8. Re-define applicability in 1.3 to S&MA organization.
Revision	C	09/24/04	Update to Times New Roman 12. Revised for HQ Rules Review Action (CAITS: 04-DA01-0387). Change QS to QD. Adds Mission Services Contractor (MSC) to 1.3. Change MPG to MPR in 2.1. Clarify notifications in 4.2 and 4.8. Delete last part of ending sentence in 4.10 because DR's can generate RCAR's. Change Quality Records to Records in 8.

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Integrity Seal Usage and Entry Control

1. PURPOSE, SCOPE, APPLICABILITY

1.1. Purpose – The purpose of this Organizational Issuance (OI) is to provide instructions for the implementation of Entry Control on facilities related to flight hardware/software, and related documentation, as well as to provide instructions for the use of Integrity Seals on flight hardware/software, associated documentation, and Entry Controlled doors.

1.2. Scope – This OI establishes the process to be followed when Integrity Seals or Entry Control are implemented.

1.3. Applicability – This OI is applicable to specifically designated hardware/software and facilities as determined by the Safety and Mission Assurance (S&MA) and Mission Services Contractor (MSC) representatives.

2. DOCUMENTS

2.1. Applicable Documents

MPR 8730.3 Control of Non-conforming Product

2.2. Reference Documents

NONE

3. DEFINITIONS

3.1. Entry Control – Controlling physical access into designated rooms, labs, files, containers, and other facilities related to flight hardware/software, proprietary science, and associated documentation when coordinated with the cognizant project scientist, principle investigator, or other authorized project representatives.

3.2. Integrity Control – Formalized system established to ensure that only authorized changes, modifications, and entries are made to hardware or software.

3.3. Integrity Seals/Decals – Method of control that utilizes tamper-proof seals/decals to give visual evidence of unauthorized access or work/adjustment of controlled areas or equipment. An example of a typical integrity seal, which is used at MSFC, is found in Appendix A.

4. INSTRUCTIONS

4.1. Integrity Seals and/or Entry Control shall be implemented on a case by case basis at the

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discretion of the inspector.

4.2. Affected parties shall be notified, by either formal or informal means, of the implementation of Integrity Seals and/or Entry Control and the process defined in this OI.

4.3. Inspection Team members may integrity seal hardware/software so that unauthorized access into equipment is readily detectable. The most common application of integrity seals is to close shipping containers or Acceptance Data Packages after all required inspections have been performed, but prior to release to a transportation carrier.

4.4. Inspection Team members shall clearly post MSFC FORM 4420, an Entry Control Log, on the front of any door under Entry Control. This log shall include the following: an adequate identification of the location of the facility that is sealed, the name of the Inspection Team member who implemented Entry Control, contact information for that person, date of the initial seal, name of person entering the room, contact information for the entering person, entry date and time, and the date and time of re-seal.

4.5. Entry into any facility protected by Integrity and/or Entry Control requires an approved Work Authorization Document (WAD), or specific verbal approval if a door seal is to be broken by any person outside of Safety and Mission Assurance Inspection Team members.

4.6. Only in the case of an emergency may a door seal be broken without proper authorization. The appropriate Inspection Team member shall be notified of the emergency entry as soon as possible.

4.7. If a door seal is inadvertently broken, the person responsible for the breach notifies the appropriate Inspection Team member and facility manager that Entry Control has been accidentally violated.

4.8. If a door seal is found broken, cognizant facility personnel aware of this process report the breach to the listed Inspection Team member.

4.9. Equipment or containers, requiring Integrity and/or Entry Control, that have been validated and inspection-approved shall have the approved seal, as shown in attachment A, affixed in such a way that ensures positive detection of entry. Seals, when affixed, are clearly stamped with the quality acceptance stamp and dated.

4.10. Unauthorized or unexplained breakage of container integrity seals or facility door seals shall cause the initiation of a Squawk Tag for the methodization of the extent of operations/inspections, which need to be re-performed. Methodization shall be concurrently defined by the Inspection Team member and the cognizant project representative. If re-inspections determine that hardware/software, science, or associated documentation tampering has occurred, the Squawk Tag shall be upgraded to a Discrepancy Record (DR).

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5. NOTES

5.1 OI Replacement - This instruction replaces QS-QA-011 Revision B, Integrity Seal Usage and Entry Control, dated August 18, 2003.

6. SAFETY PRECAUTIONS AND WARNING NOTES

NONE

7. APPENDICES, DATA, REPORTS, AND FORMS

Appendix A: Typical Integrity Seal

Form 1: MSFC Form 4420 "Entry Control Log"

8. RECORDS

<u>Record</u>	<u>Repository</u>	<u>Period of Time</u>
MSFC Form 4420, the Entry Control Log, shall be clearly placed on any door on which Entry Control has been implemented.	Blank forms are available in MSFC electronic forms.	This form will remain in place while the door in question is under Entry Control. MSFC Form 4420 shall be discarded by S&MA when Entry Control is no longer implemented.

9. TOOLS, EQUIPMENT, AND MATERIALS

None

10. PERSONNEL TRAINING AND CERTIFICATION

None

11. FLOW DIAGRAM

None

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APPENDIX A: Typical Integrity Seal



